

CITY OF FLAGSTAFF POLICE DEPARTMENT

Employer of Choice in Northern Arizona

... a community rich with cultural diversity, beauty and history, as well as amazing educational, recreational and scientific opportunities. Our city government is devoted to enhancing the quality of life of our citizens, as well as the many visitors that grace Northern Arizona.



For more Information Please contact:

Human Resources Division

211 W. Aspen

Flagstaff, AZ 86001

Phone: 928-213-2090

Fax: 928-213-2089

Website: www.flagstaff.az.gov

Flagstaff Police Department

911 Sawmill Road

Flagstaff, AZ 86001

**The City of Flagstaff is
an EEO/AA employer**

BENEFITS:

The City of Flagstaff is pleased to offer a comprehensive and competitive benefit package for full-time and part-time employees working a minimum of 20 hours per week.

All Employees:

- Paid Vacation
- Sick Leave
- 11 Paid Holidays
- Deferred Compensation
- Health/Dental/Vision/Life Insurance
- Long/Short Term Disability Insurance
- Tuition Reimbursement
- Training
- Wellness Program

Non-Commissioned Police Department Positions:

- Arizona State Retirement System
- Uniform Allowance

Commissioned Positions:

- Public Safety Personnel Retirement System
- Uniform Allowance

APPLICATIONS/SELECTION PROCESS:

Do you want an interesting, challenging, meaningful career? Do you want to be a part of something bigger; a part of a law enforcement community that is sworn to protect and to help those people who need it most? It has been said that when done right, there is nothing more noble a person can do with his or her life than to pursue a career in law enforcement. Well... at the Flagstaff Police Department we do it right.

Flagstaff Police Officers work within a cultural and socially diverse community. Flagstaff Police collaborate with community members to solve problems, maintain order and reduce crime. Other police duties of the Flagstaff Police Department include: investigating crimes and enforcing the law, managing safe travel through traffic enforcement, and rendering aid to those in need.

Applicants for any positions (commissioned and non-commissioned) with the Flagstaff Police Department must complete an **application form** as well as a **background questionnaire**. Applications can be completed online or downloaded. Paper applications are also available in the Human Resources office located at City Hall. Please check our website for current vacancies at:

www.flagstaff.az.gov/humanresources

In addition to the above mentioned materials, applicants for commissioned positions (Police Officer) must also complete the AZ P.O.S.T. Background Questionnaire. All forms are available online and in the Human Resources office located in City Hall.

The selection process includes:

- Written Exam and physical agility test (Police Officer only)
- Oral Board (interviews)
- Background Investigation
- Polygraph Examination
- Psychological Examination
- Physical Exam and Drug Screening
- Oral interview with the Chief of Police

Police testing is scheduled approximately every other month depending on positions available. The written examination, physical agility test, and oral boards are conducted on the same day or as soon as possible following the successful completion of the written and physical exams.

For information regarding upcoming test dates please check the website at:

www.flagstaff.az.gov/humanresources

A career choice that will make a DIFFERENCE



The mission of the Flagstaff Police Department is to protect and preserve life, property, public order and the rights of the individual, by providing exemplary service through the establishment of a partnership of shared responsibility, support and trust with the law abiding members of the community.

We value life—preserving life is our highest priority.

We value the Constitution—it provides equal and enforceable standards for all.

We value integrity—we recognize integrity as the basis for mutual respect and trust.

We value service—by providing exemplary service we enhance our credibility and establish trust with the community.

We value quality of life—We value our role in promoting an environment that enables people to preserve or enhance their quality of life through a partnership of shared responsibility and trust.

If you are searching for a **challenging career** in an environment unique to Arizona, training to law enforcement and long-term potential, our Department may be the employer for you!

Flagstaff Police Officers interact with a **culturally and socially diverse** population, employ discretion in solving problems, maintain public order, prevent crime, enforce laws and ordinances, conduct investigations, make arrests, issue summonses/ citations and warnings, assist the public and perform other assignments and administrative support tasks associated with the described general duties.



Flagstaff Police
Department Honor Guard

COMMISSIONED POSITIONS

Police Officer

Promotional opportunities are available to the ranks of Corporal, Detective, Sergeant, Lieutenant, Deputy Chief and Chief.

Non-promotional specialized fields available to patrol officers include: Tactical Operations, Foot Patrol, Selective Enforcement, Collision Reconstruction Team, Explosives Disposal, Bicycle Patrol, Motorcycle Patrol, Field Training Officer, Crime Prevention, Hostage Negotiator, Gang Enforcement, Marshal Service Fugitive Detail, Undercover Narcotics Enforcement, Phlebotomy, School Resource Officer, Crime Analyst, and Honor Guard.

NON-COMMISSIONED POSITIONS

Communications Center—The Flagstaff Police Department’s Communications Center is the **Primary 911 Center** for the southern portion of Coconino County.

Dispatchers are most often the **first contact** our community members/visitors have with public safety when requesting or needing emergency response services. This position requires that each Emergency Communications Specialist be dedicated to providing **excellent and professional service** to each of our customers. The job that we do very often sets the tone with the public, allowing the best possible service by the field units who arrive on scene.

Our responsibilities to **“handle the call”** include determining location and need, entering the calls for service or transferring the call based on geographical location and/or service request to the proper primary public safety agency for emergency responses.

Agencies for which we dispatch include: Flagstaff Police Department, Coconino County Sheriff’s Office, US Forest Service Law Enforcement Group, (Coconino and Kaibab National Forests) National Park Service—Flagstaff Area Monuments, Flagstaff Fire Department, Highlands Fire District, Blue Ridge Fire District and Forest Lakes Fire District.

OTHER NON-COMMISSIONED POSITIONS:

- Training Coordinator
- Special Services Supervisor
- Support Services Manager
- Communications Manager
- Administrative Specialist

NON-COMMISSIONED POSITIONS CONTINUED.....

Records Center

The consolidated Flagstaff Police Department/ Coconino County Sheriff’s Department Records Division is an **essential component** of the Police Department. Ten Administrative Records Specialist and one Records Supervisor staff the section, which continues to be the central repository where all City Police, Coconino County Sheriff and Coconino County Detention facility reports are received, stored and disseminated in both **paper and electronic formats**.

Our software is shared with numerous Northern Arizona law enforcement agencies and many other local criminal justice agencies have immediate electronic access to the system.

The Records Staff reviews and conducts the **final approval** process for all incidents, arrests and citations electronically submitted by officers. Records Staff also produce **monthly statistical reports** for Department staff, private citizens and FBI crime reporting.



Flagstaff PD Records Office



Policing is most successful when done with the four C’s:

Consistently
Compassionately
Constitutionally
Correctly
(in the eyes of the public and the courts)

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